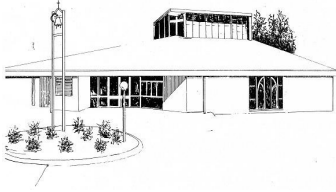


# The Parish of Richmond



**St Monica's Church**

Cnr Windsor & Bourke Sts  
RICHMOND NSW

**St Gregory's Church**

5 Old Bells Line of Rd  
KURRAJONG NSW

**St John of God Chapel**

177 Grose Vale Rd  
NORTH RICHMOND NSW

**Parish Office**

1A Bourke Street  
RICHMOND NSW 2753

Email: [admin@parishofrichmond.org.au](mailto:admin@parishofrichmond.org.au)

[www.parishofrichmond.org.au](http://www.parishofrichmond.org.au)

Ph: 4578 1410

**Office Hours**

Mon – Wed & Fri

9.30am – 4.00pm



## CASUAL HIRE APPLICATION FORM

(price/s on application)

HIRE LOCATION: (ST MONICAS CHURCH / OLD CHURCH / EMMAUS ROOM / CLANCY ROOM / BETHANY / ST GREGORYS)	
DATE OF HIRE	
ARRIVAL TIME	
DEPARTURE TIME	
PURPOSE OF HIRE	
ADDITIONAL AMENITIES REQUIRED (PLEASE CIRCLE OR TICK)	KITCHEN                      TOILETS                      GROUNDS
NAME OF HIRER	
ADDRESS	
PHONE / MOBILE	
EMAIL	
BANK ACCOUNT DETAILS (IN CASE OF REFUND - PAYMENT FOR USE CAN BE MADE VIA OUR WEBSITE "DONATE NOW" BUTTON)	
APPROXIMATE NUMBER OF PEOPLE	
INSURANCE - DO YOU HAVE PUBLIC LIABILITY INSURANCE?	
DETAILS OF INSURANCE (& PLEASE SUPPLY CERTIFICATE OF CURRENCY)	
TOTAL COST (AS PER AGREEMENT) \$..... DEPOSIT REQUIRED & CLEANING BOND OF \$.....)	
ANY ADDITIONAL NEEDS	

Please read the following terms and sign where indicated. If you need further information in regard to this application, please feel free to contact the Parish office using the details at the top of this form.

The Parish of Richmond has multiple options available for hire and they are of varying sizes providing choice for the hirer according to their needs:

- The grounds at St Monica's Richmond provide ample parking via the Church car park and street parking, and the grounds are flat and provide easy access. The main Church, the newly renovated external meeting room (Emmaus Room), the internal meeting room (Clancy Room) and Bethany (access via Windsor Street) are all air conditioned, the Old Church is not air conditioned however does have fans and has multiple doors that can be opened for airflow.
- St Gregory's Church in Kurrajong is situated in a rural area on acres and has a good sized car park as well as street parking, it is also air conditioned.

Additional amenities: The newly renovated meeting room has full kitchen with servery (Church toilets can be included), the internal meeting room has access to the Parish office kitchen and internal toilet, the Old Church has a kitchen and toilets internally.

**Payment/s:** Can be made using the "Donate Now" (red button) located on our website [parishofrichmond.org.au](http://parishofrichmond.org.au) (using the drop down item "other" and the reference HIRE together with the date of hire), thank you.

**Please note:** Your booking will not be confirmed until this form has been received by the parish office, and payment has been made – either the deposit and bond, or full payment. Full payment must be received prior to the hire event. Refunds (partial or full) will only be considered if the reason is deemed valid and unavoidable. The Parish also reserves the right to accept or reject a booking at its sole discretion, should this occur a full refund will be provided of any payment/s made.

**Insurance:** The hirer accepts responsibility for the safe custody of all property being used during the period of the hire. The hirer is required to indemnify the Parish of Richmond for any liability arising from the hire and use of the location being hired. Suitable insurance is required and a certificate of currency must be supplied. If third parties will be engaged onsite, they must be suitably insured and a certificate of currency for each one supplied. Hire and use of the location and facilities is at your own risk. You will be responsible for the cost of rectifying any damage caused as a result of the hire including cleaning costs if left in an excessively dirty state on your departure.

**Covid-19:** The hirer accepts responsibility for adhering to the current Government covid-safe guidelines at all times as they apply at the date of the hire. The hirer accepts full financial responsibility for a COVID-19 deep clean, and any associated actions and costs, should government regulations require this in response to the hirer's activities.

**Children:** All children must be under adult supervision at all times, to ensure their safety and to prevent damage to property. If you are bringing guests under the age of 18, you agree that you have complied with and will continue to comply with all relevant child protection obligations under relevant legislation at the time of hire, please refer to our website [parishofrichmond.org.au](http://parishofrichmond.org.au) for further information.

**Alcohol:** Alcoholic drinks **may not be sold** on the premises during the period of hire (unless the hirer has a licence for such activities). If alcoholic drinks are intended to be served, it must be by a person/s that hold current RSA accreditation. Anyone under the age of 18 is not permitted to consume alcohol. If alcohol is intended to be consumed during the hire, this must be indicated on the Application (additional needs).

**Rubbish:** At the conclusion of the event, all rubbish must be removed and disposed of appropriately. Please take rubbish with you, all rubbish must be removed by the hirer. Please check with the office if you would like to make arrangements for rubbish, small amounts may be acceptable for our bins. If hirer is using our bins, please be considerate and use them correctly – GREEN – garden waste only and must not be used by hirer, YELLOW – items suitable for recycling only, RED – general waste.

**Cleaning:** At the conclusion of the event the location must be left in a condition at least as clean and tidy as it was at the start of the hire period. If kitchen has been used, all cutlery, crockery etc must be washed and placed back where they belong. Floors must be swept and washed and carpets vacuumed. Surfaces must be wiped clean. All indoor rubbish bins must be emptied. Toilets must be also be cleaned if used during hire.

**Bond and/or Refund:** Your bank details are required in case of refund and for the return of your bond. Please supply account name, BSB and account number in the area supplied overleaf. Once the hire location has been assessed, the bond (less any expenses for damage and/or cleaning if applicable) will be reimbursed into your nominated account.

**Access & Security:** Please contact the office to make arrangements in regard to access and lock-up of facilities after the hire event. The hirer and guests are confined to the area being hired, this does not extend to any other property within the Parish Precinct. The hirer shall ensure that a responsible person remains after the completion of the function whilst patrons vacate the premises and also ensures that the premises, and any associated amenities, are secured and locked. The Parish accepts no responsibility for private property left in/at the Parish premises after event/hire. Should the hirer lose the key/s, a replacement fee of \$150 will be charged to the hirer or if a bond has been paid will be deducted from the bond.

**Parking:** Guests are asked to park in the Church car park or in the street. Parking in or across driveways, on lawn and/or footpaths is not permitted.

**Conduct:** The Catholic Parish of Richmond is part of the Catholic Diocese of Parramatta. You must not engage in any conduct or activity that will harm or is likely to harm or reputation of the Parish of Richmond. You agree to respect that the Parish of Richmond is a Catholic organisation, that you will not act in anyway that contravenes the ethos or teachings of the Catholic Church. This includes respecting religious statues and liturgical items (including furniture) in the church which must remain in situ and not be covered or removed.

**Noise:** Noise must be contained within the requirement of the Protection of the Environment (Noise Control) Regulation 2008.

**Indemnity:** The hirer will indemnify and keep The Parish Of Richmond indemnified for and against all damages, action, suits, claims, costs and demands, which may be made or recovered against the Parish by any person whatsoever in respect of any loss, injury (including death) or damage sustained whilst in or upon the Parish's premises except to the extent that such loss, injury or damage is caused by the negligence of the Parish. In the event of an emergency 000 will be called.

**Disputes:** In the case of any disputes arising, the decision of the Parish Management will be final.

**Other:**

- Illegal drugs or weapons are strictly prohibited and under no circumstances are to be brought onto parish grounds.
- Smoking is prohibited inside all parish buildings and within 10 metres of doorways and not permitted for those under 18.
- It is the responsibility of the hirer to obtain any necessary permits from the relevant authorities as required for any planned activities.
- The hirer must not affix any sign, decoration or another item/s to any part of the premises, nothing is to be attached to the walls, floors, curtains or any part of the building without express permission of the Parish Management.
- The hirer shall not interfere with/alter any of the rooms electrical systems, lighting or sound systems.

**Cancellations:** The hirer may cancel their booking by written notice to the Parish Management at any time prior to the hire date. All monies will be refunded upon receiving written notice less \$20 cancellation/administration fee. The Parish may cancel the booking by written notice to the hirer at any time before the date of hire if it becomes aware that any event, goods or services proposed to be provided or held by the hirer is objectionable, dangerous, is prohibited by law, or would otherwise be detriment to the Parish.

**Declaration: I confirm that I have read, understand, and accept my responsibilities as expressed in this hiring form, and on that basis would like to apply for the hire of the location/s indicated on this application form.**

**Signed by the hirer:** \_\_\_\_\_ **Date of signing:** \_\_\_\_\_